

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: GEU401517**

**Opening Date:** July 13, 2004

**Closing Date:** August 13, 2004

**Position:** Contractor Industrial Relations Assistant (OA), GS-0303-5/GS 6, 7

**Salary:** \$27,597 - \$44,493 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Office of Counsel

**Duty Station:** Baltimore, MD

**Position Status:** This is a permanent position -- Full Time

**Number of Vacancies:** 1

**Duties:** Attends pre-construction conferences and informs contractors of their contracted responsibilities regarding labor standards and requirements for submission of payrolls. Instructs project personnel on procedures for making field labor checks and stimulates a responsible attitude on their part to be alert in detecting and reporting evidence of violations. Reviews payrolls for contract compliance regarding classifications, pay rates, payroll deductions, fringe benefits, payment of overtime, and data shown on nondiscrimination compliance reports. Makes spot field labor checks and reviews employee labor standards to ensure contract compliance. Prepares reports of labor standards violations including recommendations on restitution for submission to U.S. Department of Labor. Establishes and maintains files relating to the contract labor function according to the Army Records Information Management System (ARIMS).

**Who May Apply:**

- THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. APPLICATIONS MAY BE FAXED TO 410-306-1284/0106 OR MAILED TO NECPOC, 314 JOHNSON ST., APG, MD 21005, ATTN: DEU. RESUMES MUST INCLUDE THE ANNOUNCEMENT NUMBER OR THEY WILL NOT BE CONSIDERED. DO NOT INCLUDE E-MAIL ATTACHMENTS
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:**

This position requires the skill of a qualified typist. If applying, you must be able to type a minimum of 40 words per minute, and document this in your resume/application.

Please click on the General Schedule URL and review the entire qualification standard for this position. - GENERAL SCHEDULE -

<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=qualifications&selection1=occGroup4>

**SPECIALIZED EXPERIENCE:** FOR THE GS-05 GRADE LEVEL: One year of specialized experience equivalent to the GS-04 grade level in the Federal Service is required. FOR THE GS-06 GRADE LEVEL: One year of specialized experience equivalent to the GS-05 grade level in the Federal Service is required. FOR THE GS-07 GRADE LEVEL: One year of specialized experience equivalent to the GS-06 grade level in the Federal Service is required. Specialized experience is experience which has equipped the applicant with the knowledge, skills and abilities (KSAs) necessary to successfully perform the duties of the position and is typically in or related to the experience reviewing contract payrolls, construction solicitations and amendments for compliance with labor statutes, regulations and policy and providing advice to government and contractor employees on labor issues. (4)

**EDUCATION:** FOR GS-05 GRADE LEVEL: Four years of successfully completed education above the high school level. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

**FOREIGN EDUCATION:** Foreign education must be evaluated for U.S. equivalency in order to be rated eligible for this position. Please include this information either in your resume or by furnishing a copy of your certificate in your application package. See Other Requirements Section for additional info on the following

**KSAs:** KSA 1. Ability to analyze information to determine compliance with laws, regulations or policy. KSA 2. Ability to meet and deal with others. KSA 3. Ability to effectively communicate in writing. KSA 4. Knowledge of and skill in using office automation equipment and software. KSA 5. Ability to set up, organize and maintain filing systems.

**Typing - Any Grade:** Qualified typist is required (40wpm).

**GS-05:** One year of experience directly related to the occupation and equivalent to the next lower grade level, or 4 years of higher education above high school, or a combination of experience and education.

**GS-06 and above:** One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

**Other Information:**

- Permanent Change of Station (PCS) expenses will be authorized.

**Other Requirements:**

- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Documentation to support Military Spouse Preference needs to be submitted at time of application.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- Position requires employee to wear a uniform and/or protective clothing.
- You must include the announcement number on your application.
- You may claim Military Spouse Preference.
- Applicants claiming Veterans' Preference must submit required paperwork at the time of application.
- Applicants must provide a narrative that addresses each of the knowledge, skills and abilities (KSAs) on plain bond paper and submit it along with the other application materials. Information may include experience, education, training and awards as it relates to each KSA. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chance for employment, it would benefit you to provide your responses to the KSAs.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **HOW TO APPLY:**

THIS VACANCY ANNOUNCEMENT IS NOT COVERED UNDER RESUMIX PROCEDURES. IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST FOLLOW THE DIRECTIONS BELOW AND SUBMIT THE PROPER FORMS. DO NOT SELF NOMINATE.

FAX: You may fax your resume and KSA's to NECPOC DEU (410) 306-1284 or 0106.

SURFACE MAIL: Applications/resumes and KSA's may be mailed to NECPOC, Attn: DEU, 314 Johnson Street, APG, MD 21005.

In accordance with 39 U.S.C. Section 415, Applications will not be accepted in postage paid government envelopes.

ELECTRONIC RESUMES WILL NOT BE ACCEPTED AT THIS TIME.

Point of Contact: DEU STAFF, Northeast CPOC, 410-306-0031

## **THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.